



CITY OF PLEASANT HILL

PHONE (925) 671-5209
FAX (925) 682-9327

www.ci.pleasant-hill.ca.us

100 Gregory Lane
Pleasant Hill, CA 94523

WIRELESS COMMUNICATION FACILITIES SUBMITTAL REQUIREMENTS FOR "ELIGIBLE" FACILITIES

("eligible" facilities shall only apply to wireless towers and base stations only)

The submittal information shall be provided to the Planning Division. All submittal information shall be presented along with the Planning Division application form, related fees, and any additional information required by the Planning Division before the application can be accepted as complete.

All submittals shall be on 8.5" x 11" unless noted otherwise below and should be drawn to a normally accepted scale size. Please fold all plans into packets with each packet containing one copy of each plan. The packets should not be larger than 9" x 11" in size.

Required (if not marked with an "X" please check with Planning Division)	Submittal Requirement	Number of Copies
X	<u>Application form</u> - completed and signed.	1
X	<u>Fee/Deposit</u> - check payable to the City of Pleasant Hill.	1
X	<u>Location map</u> - indicating the subject parcel(s) and adjacent streets, this may be on the site plan.	1
X	<u>Written statement</u> - describing the project in detail.	1
X	<u>Wireless communication facility checklist</u> - completed and signed.	1
X	<p><u>Site plans</u> - site plans of the project shall be fully dimensioned and accurately drawn. The plans shall contain information listed below unless the City determines that additional information is necessary to properly evaluate the project. Use as many sheets as necessary. You may combine information so long as the plans are easy to read.</p> <p><u>Site plan shall include the following information:</u></p> <p><u>Legal boundaries</u> - boundary lines, right-of-ways (streets), trails, paths, and the like.</p> <p><u>Streets and lots</u> - adjacent and nearby street and lots, off-street parking, and loading areas. This should include proposed circulation of vehicles, goods, pedestrians, and number of parking spaces for the event.</p> <p><u>Buildings</u> - all existing buildings. Include their building footprint and location.</p>	3-24"x36" sets & 1-8.5"x11" set

	<p><i>Structures</i> – Existing or proposed temporary structures including tents, booths, amusement rides, garbage facilities, bathrooms facilities, etc. Include their footprint, location and use.</p> <p><i>Existing and proposed conditions</i> – Two site plans shall be provided, one illustrating the existing condition and one illustrating the proposed condition.</p>	
X	<p><u>Wireless Facility elevations</u> - show all elevations of the proposed project with materials, colors, and dimensions specified.</p> <p><i>Existing and proposed conditions</i> – Two set of facility elevations shall be provided, one illustrating the existing condition and one illustrating the proposed condition.</p>	3-24"x36" sets & 1-8.5"x11" set
X	<u>Photo-simulations</u> – At least three photo-simulations taken from “worst-case/most visible views” of the facility, including before and after project installation.	1
X	<u>EME/EMF (Electromagnetic Emissions/Frequency) report</u> – Completed for the proposed project.	1
X	<u>Original wireless facility conditions of approval</u> – Written documentation of compliance with original wireless facility conditions of approval.	1
X	<u>Federal, State and local regulations</u> – Written documentation of compliance with any and all applicable Federal, State and local regulations.	1



APPLICATION FOR DEVELOPMENT REVIEW CITY OF PLEASANT HILL

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I. CHECK TYPE OF PERMIT(S) REQUESTED

- | | | |
|---|---|---|
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Rezoning | <input type="checkbox"/> Zoning Permit |
| <input type="checkbox"/> Use Permit | <input type="checkbox"/> Minor Use Permit | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Minor Variance | <input type="checkbox"/> Home Occupation |
| <input type="checkbox"/> Minor Exception | <input type="checkbox"/> Development Plan | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Architectural Review | <input type="checkbox"/> Tree Removal | <input type="checkbox"/> Other _____ |

II. GENERAL DATA

- A. Address of Property _____
- B. Assessor's Parcel Number(s) _____
- C. Zoning _____
- D. Existing Use _____
- E. Description of Project or Request _____
- _____
- _____
- _____
- _____

III. AUTHORIZATION

In signing this application, I, as owner and/or as applicant, represent to have full legal capacity to, and hereby do authorize the filing of this application. If this application has not been signed by the property owner, attached is separate documentation of full legal authority to file this application. I agree to be bound by the conditions of approval of this application, subject only to the right to object at the hearing or during the appeal period. I further certify that the information and exhibits submitted are true and correct.

A. Property Owner

Name _____	Phone _____
Address _____	Fax _____
Signature _____	Email _____
	Date _____

B. Applicant other than Property Owner

Name _____	Phone _____
Address _____	Fax _____
Signature _____	Email _____
	Date _____

C. Authorized Agent

Company _____	Contact/Title _____
Address _____	Phone/Fax _____
Signature _____	Email _____
	Date _____

TO BE COMPLETED BY STAFF

APPLICATION TITLE

APPLICATION NUMBER

APPLICATION RECEIVED BY



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WIRELESS COMMUNICATION FACILITIES CHECKLIST FOR DETERMINATION OF ELIGIBLE WIRELESS FACILITY (WIRELESS TOWER OR BASE STATION)

The following is a checklist that is required to be filled out by the applicant to provide additional detail on the proposed modification to an existing wireless facility (only applies to wireless towers or base stations) to allow the City to determine whether the project is eligible as per Section 6409 of the Middle Class Tax Relief and Job Creation Act of 2012). The applicant is also required to sign and date the checklist, located at the end of the document.

Wireless Facility Name: _____

Wireless Facility Location: _____

Contact Person (during and prior to event and if different from applicant): _____

Contact Person Phone and Email: _____

Does the proposed modification include the following (check all that apply)?

☐ Collocation of new transmission equipment

☐ Removal of transmission equipment

☐ Replacement of transmission equipment

☐ Other (please describe) _____

Does the proposed modification include the following (check all that apply)?

Will the modification...:	Yes	No	Additional Information
a) Result in an increase in facility (tower) height by more than 10% or height of additional antenna array plus 20 feet, whichever is greater?			
b) Result in more than four new equipment cabinets or one new shelter?			
c) Result in a protrusion of more than 20 feet or width of tower, whichever is greater?			
d) Result in excavation outside existing leased or owned property and current easements?			

Does the project...:	Yes	No	Additional Information
e) Have an existing Architectural Review and/or Use Permit?			
f) Located within 200 feet of a parcel with a residential use?			
g) Exceeds a total height of 60 feet?			
h) Located within Buchanan Field (airport) safety zones 2, 3 or 4?			
i) Visible from public views?			
j) Comply with building and fire code regulations?			
k) Comply with FCC requirements?			Provide report complying with FCC requirements.
l) Contain all electrical and telecommunication lines underground?			
m) Contain signs at entrances or gates that include the site address and 24-hour emergency contact phone number?			
n) Not interfere with reception related to television, radio, computer, and telephone reception or transmission?			

Signature: _____ Date: _____